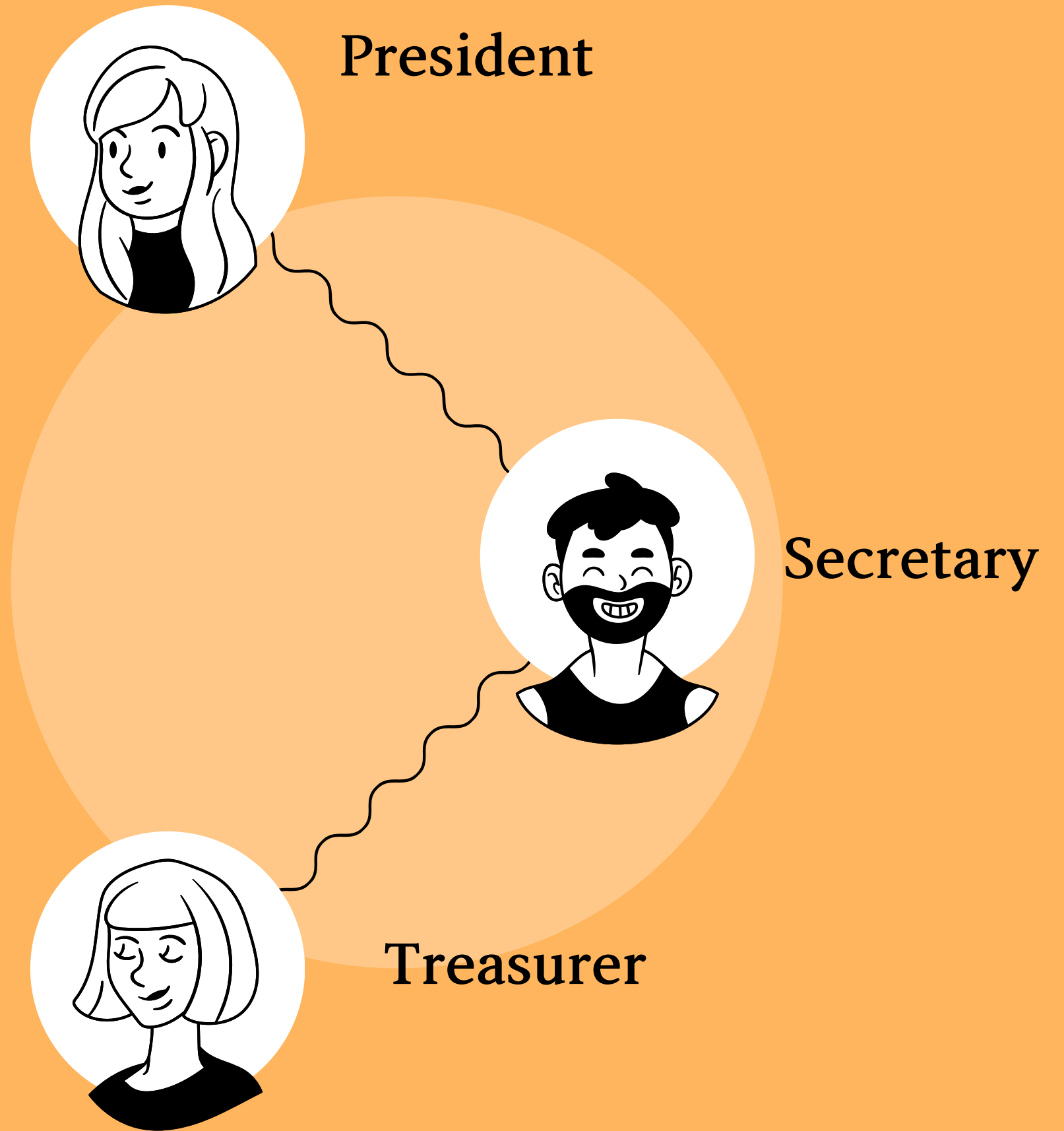




CITY OF SAN ANTONIO
**NEIGHBORHOOD & HOUSING
SERVICES DEPARTMENT**

A Guide to Board Member Roles & Responsibilities

February 2021



Purpose

The board members of a neighborhood association help carry out the mission of the group. The board facilitates assessing priorities and carrying out goals.

An organized group benefits from the collective skills and ideas of its members. The more inclusive the group is, the stronger your group will be over the long-term.





President

Responsible for the overall leadership of the board. Sets the agenda and facilitates all meetings.
Facilitates flow of meeting and ensures all meetings run on time.



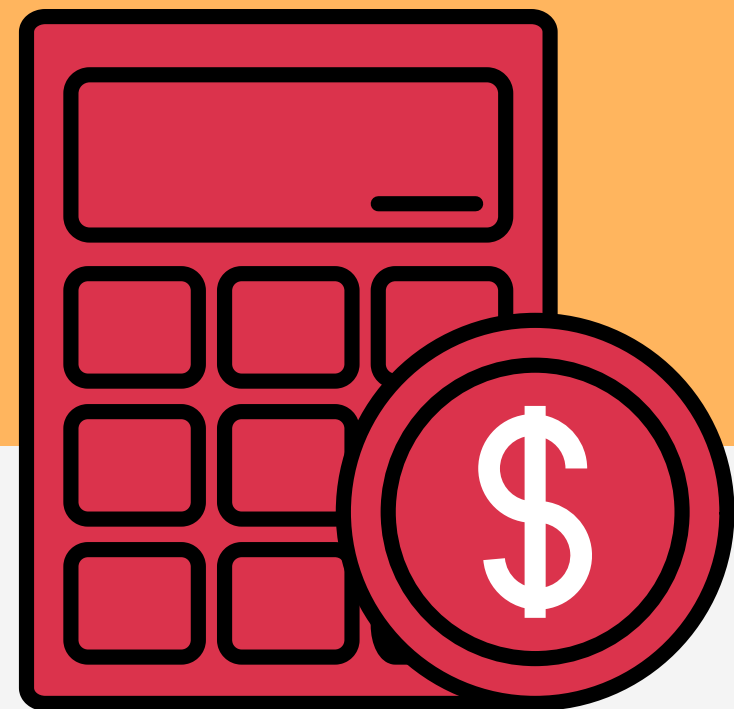
Vice-President

Assists the president. In the absence of the president, the vice president conducts the meetings and exercises all of the usual duties of the president.

Secretary



Records the minutes of the meetings and makes sure that copies of the minutes, agendas, and other records are available for the board and residents.



Treasurer

Responsible for the funds of the neighborhood association. Most boards require an occasional status report from the Treasurer.



Social Chair

Responsible for organizing social events that highlight and aid in recruitment for the association.

Ex. Fundraisers, Happy Hours, National Night Out

Communications Chair



Responsible for getting the word out about meetings, events, and other pertinent information through various communication channels.

Ex. Newsletter, Posts to Social Media

Questions?

E-mail
neighborhoods@sanantonio.gov



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